

EMPL Technical Update 04.7

DESIGNATING A MANAGEMENT POSITION AS SES

To designate a position as an SES position, you need to enter the pay-differential on the position as "9" (pay differential "9" indicates that the position is an SES position and therefore eligible for up to 25% over the Management maximum pay rate). The pay-differential field on the position can be changed using action-code 220. If a position leaves SES and returns to management, enter a 220-action and change the pay-differential from 9, back to another valid code.

After you designate the position as an SES position and move the employee into it, you need to enter an action-code 155 and fill in the contract-date and contract-fiscal-year fields. The contract-date will be the date the contract was signed and the contract-fiscal-year is the fiscal year the contract expires.

If you use the 420-action code (promotion) and get an "XE" error, you will need to fax the action to 303-866-2458 or email HR.Support@state.co.us for entry.

The job-record is to be stop-dated as of the end of the fiscal year the contract expires. For example, if the contract expires in 2004, use 6/30/2004 as the stop-date.

At the beginning of each contract renewal, a 155-action code needs to be entered. This will allow you to change the salary (if applicable) and update the contract-date and contract-fiscal-year-date. You will also need to set a new stop-date in the job record.

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